

DIOCESE *of* SACRAMENTO
CATHOLIC SCHOOLS

RETURN-TO-SCHOOL PLAN
AND WAIVER APPLICATION:
COVID-19 PROTOCOLS AND WAIVER COMPONENTS
FOR SCHOOLS REQUIRING WAIVERS

St. John Notre Dame

Learning & Serving Through Christ



V 2.21

September 8, 2020

INTRODUCTION

We have created this plan to aid in navigating the return to campus so that employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to our school. Our needs and responses are different from public schools. Our site populations are relatively small, and we do not face certain complications like bussing, large special needs populations, collective bargaining, and ADA funding mechanisms. The guidelines in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and other applicable federal, state, and local agencies.

Our priorities are:

1. **Safety:** Mitigating and slowing the growth of COVID in the context of returning to our ministry. Understanding that there is an inherent risk to being in session on campus while in a pandemic, we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need to maintain a semblance of normalcy for our children and their development.
 - a. **Cohorts:** In the spirit of “reducing the denominator,” students are organized into discrete cohorts to minimize the spread of COVID-19 between groups.
 - b. **Hygiene:** Within cohorts, we will emphasize strong, hygienic practice.
 - c. **Distance options:** If a student or their family member is in a higher-risk group, we will give them the option of continuing independent, remote learning.
2. **Presence:** Keeping school open daily. We do not want to burden parents with challenging schedules that prevent them from working a full workday - we want our students at school in their cohort for the full day.
3. **Growth:** Despite limitations, we want our children to continue their academic progress at grade level in their faith and all core academic standards.

We have tailored this document specifically for our school environments and populations and will continue updating it with the best data and practices in mind. The school principal will share any updated documents on the school website and through the school information system.



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GENERAL PROTOCOLS

Social Distancing

- All persons on campus will practice social distancing of six feet or more as much as is practicable.
- Close contact interactions (for the purposes of determining contact tracing) is considered < 6ft and > 15 minutes. Cohorts are considered close contacts even with distancing given prolonged indoor exposure.
- Signage will be used throughout campus to support social distancing and proper hygiene norms (Examples in Appendix B).
- Ad-hoc interactions by adults should be avoided.
- Mass gatherings, such as in-person assemblies, are prohibited.
- Students will be mindful of the social distancing and health practices as instructed or they will not be allowed on campus.
- No more students will be admitted into a restroom at a time than there are sinks.

Student Cohorts

St. John Notre Dame (SJND) has one class per grade-level. Each class will be its own cohort. These cohorts will be stable and will have minimal contact with other groups or individuals who are not part of their cohort.

- Each cohort (or class) will be divided into two sub cohorts (cohort A and cohort B) for instruction and activities except for outdoor activities such as: recess, PE and when lunch will be served outside when the cohort will be together
- Facilities will be adjusted to create additional classroom areas ([see Shared Spaces](#)) to allow for the subcohort model.
- Outdoor spaces will be utilized as much as possible.
- Cohorts are not to share instructional spaces unless thorough cleaning occurs between uses
- Students will have a designated space solely for their use in their classrooms and the extended care space
- Students and staff will not share workspaces or supplies

Shared Spaces

Employees are encouraged to disinfect their workspace multiple times throughout the day, paying special attention to commonly touched surfaces. Sites have hand sanitizers and cleaning products accessible throughout the workplace to disinfect frequently touched objects and surfaces.



Classrooms

- Student desks will be designated for each person and desks will be spread out to maximize space. Where individual desks are not available, proper spacing will be utilized.
- Windows and doors, weather permitting, will be opened for proper ventilation.
- Classroom group tables and superfluous furniture will be removed and individual desks installed, in grades 1 through 8 classrooms.
- Students have their own designated desk/space with their own supplies, water bottle, and cleaning materials.
- Student backpacks will remain with the student at their workstation throughout the day.
- Teachers will utilize outdoor space as much as possible.
- Plexiglass protective barriers between teachers and students have been installed in classrooms.

Other Facility Adjustments

- Extended Care, the labs, and gyms will be safely divided to accommodate sub cohorts.
- Water bottle filling stations have been installed throughout campus to replace drinking fountains wherever possible. The remaining drinking fountains have been turned off.

Office Capacity

- SJND will restrict the number of persons in the offices to maintain social distancing.
- Only one family at a time is allowed to be in the front office along with office personnel.
- Plexiglass protective panels have been installed between office personnel and visitors.

Staff Lounge

- Staff lounge will restrict the number of persons in the lounge to two employees at a time, well distanced. Employees are encouraged to access what they require and quickly vacate the area. Employees are requested not to eat in this area. Devices/surfaces touched must be disinfected after each use.
- Copy machine area is also likewise restricted to two persons at a time, well distanced. Devices/surfaces touched must be disinfected after each use.
- Staff meetings will be virtual, even for employees in the same office or school.
- Shared appliances such as the coffee machine refrigerator and microwave can be used one employee at a time, and appliances must be disinfected after each use.



Screening

- Students and staff must conduct a daily self-check ([See Appendix B Student Checklists](#)) before they come to campus.
- Designated screeners: School employees may all function as designated screeners for students and non-employees. The principal or school office staff may serve as screeners for faculty and staff if a third-party screener is required.
- A temperature check will be conducted for all persons entering campus, and staff will complete an additional screening document ([See Appendix B](#)). Unless otherwise so directed by the county health officer, the maximum temperature for someone to be admitted to campus is 100.3 degrees Fahrenheit.
- During the day, any person experiencing or showing symptoms will report to the office designated isolation space for screening.
- The principal will retain a record of employee temperatures in an online secure folder for a minimum of 90 days. Access to the online folder is limited to administration, all edits are recorded.
- If a staff member already at school shows symptoms described above, a supervisor will allow them to go home without penalty for that day.

Personal Protective Equipment (PPE)

PPE is not a substitute for social distancing or proper handwashing. In addition to using PPE, all personnel and students are reminded to:

- Wash hands often with soap and water for at least 30 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching eyes, nose, and mouth.

Face Coverings

Face coverings, personal hygiene, social distancing, and frequent cleaning efforts are critical parts of employee protection.

The school will have extra masks on hand for people who come to campus without one. If the school cannot provide a mask (for example, if they have exhausted supplies of spare masks), individuals without them will not be allowed on campus.

Studies continue to emphasize the importance of face coverings in slowing the progress of COVID. A [recent study by Duke University](#) found that, after N95 and surgical masks, a poly/cotton face mask is the most effective in reducing droplet counts.

Per [CDPH/CalOSHA Industry-Specific Guidance](#):



- Face coverings must be used in accordance with CDPH guidelines unless a person is exempt, as explained in these guidelines.
- Teaching and reinforcing the use of face coverings, or in limited instances, face shields: The school will review the proper wear and care of face coverings with all staff, students, families, and anyone present on campus.
- The school shall frequently remind students and staff not to touch the face covering and to wash their hands frequently.
- Information for staff and families in the school community on the proper use, removal, and washing of cloth face coverings can be found here: <https://bit.ly/washingfacecoving>
- Training will be provided on policies on how people who are exempted from wearing a face covering will be addressed (see policies below).

FACE MASKS FOR STUDENTS

Masks are strongly encouraged for children 2 years of age through 2nd grade. Students in 3rd grade through high school are required to wear face coverings; therefore, it is required that all students of SJND wear face masks at school. A face shield is an acceptable alternative for children in grades TK - 2 who cannot wear the face mask properly.

Students who refuse to wear face coverings will be excluded from campus, with the following exceptions:

- Persons younger than two years old and anyone who is unconscious or incapacitated;
- Students engaging in socially distanced (6' separation) outdoor physical activity
- Persons who have difficulty breathing or who are otherwise unable to remove the face covering without assistance may only be exempted from wearing a face mask with the express permission of the principal, and only after the principal has explored other options, like distance learning, to accommodate the individual.
- Proper wear and care of face coverings found here: <https://bit.ly/washingfacecoving>

A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced.

When a cloth face covering is temporarily removed, it should be placed in a clean bag (marked with the student's name and date) until it needs to be put on again.

FACE MASKS FOR STAFF

All staff must use face coverings/masks in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.

- **In limited situations**, where face masks cannot be used for pedagogical or developmental reasons, (i.e., communicating or assisting young children or those



with special needs) **a face shield can be used by staff** in the classroom instead of a cloth face mask as long as the wearer maintains physical distance from others. Staff must return to wearing a face mask inside and outside of the classroom.”¹

Face coverings are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

Everyone on campus must wear a mask, with the following exceptions:

- Students engaging in socially distanced (6’ separation) outdoor physical activity
- **In limited situations** where face coverings cannot be used for pedagogical or developmental reasons, (i.e., communicating or assisting young children or those with special needs) **a face shield can be used** by staff in the classroom instead of a cloth face covering as long as the wearer maintains physical distance from others. Staff must return to wearing a face-covering outside of the classroom.”²

Gloves

- **All custodians and food services personnel must wear gloves**
- Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.
- Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Staff Training and Family Education

Delivering Instruction

- Staff and families will be trained and educated in sanitation and hygiene instruction through thorough training and review of this protocol, posters, and routines ([See Appendix E](#)).
- Zoom Training Sessions will be held for all faculty and staff to ensure thorough examination of return to school plans, policies and procedures. on the application and enforcement of the reopening plan. Once the waiver has been approved, training sessions will be scheduled. Faculty and staff has received initial training already, on August 14, 2020 and September 4, 2020.

¹ COVID-19 Industry Guidance: Schools and School-Based Program (CDPH 2020)

² COVID-19 Industry Guidance: Schools and School-Based Program (CDPH 2020)



- Parents communication will include this documentation and instructions by homeroom teachers in smaller educational units. These training sessions will occur the week prior to return to campus.
- Faculty and staff will be requested to participate in voluntary COVID-19 testing at regular intervals to detect asymptomatic infections.
- Teachers will provide initial and routine instruction in social distancing and health practices to their students in keeping with all provisions of this protocol.
- Activities where there is increased likelihood for transmission from contaminated exhaled droplets—such as singing, yelling, chanting, blowing wind instruments —are not permitted at this time.
- Procedures for turning in assignments to minimize contact will be implemented.
- Teachers will be instructed to consider the use of non-classroom space for instruction, including regular use of outdoor space, weather permitting.
- Avoid sharing things; where sharing occurs, clean, and disinfect between uses.
- Lessons that involve food prep or shared snacks are prohibited (bake sales, etc.).

Cleaning & Disinfection Routine

- Teachers will spray the area with disinfectant to ensure proper coverage and wait times.
- Paper towels will be utilized for wiping where necessary and disposed of properly.
- The site custodial team will clean and disinfect all workspaces at their designated cleaning time each evening utilizing an electro-static device that is equipped to disinfect specifically for the COVID-19 virus.
- The school is following the EPA's Six Steps for Safe & Effective Disinfectant Use <https://www.epa.gov/pesticide-registration/six-steps-safe-effective-disinfectant-use>

Healthy Hygiene Practices

Reducing the risk of exposure to COVID-19 by proper personal hygiene practices and disinfection is a critical part of ensuring student and staff safety.

- Staff and families will be trained and educated in sanitation and hygiene instruction through thorough training and review of protocols ([See Appendix E](#)).
- Within cohorts, we will emphasize strong, hygienic practice.
- [Cleaning hands at key times](#) with soap and water for at least 20 seconds or an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not readily available.
 - Build time into daily routines for students and staff to wash hands.
- Families will be constantly reminded to maintain hygiene and distancing at home and in the community.



Visitor & Volunteer Protocols

The safety of our staff and students is our primary concern.

- We will not allow normal visitation to our campuses until our reopen date.
- Volunteers are not allowed.
- Only diocesan scheduled workers are allowed on campus during preparation for reopen.

Once school reopens:

- Schools will limit volunteers on campus to those performing essential tasks.
- Parent volunteers can only be permitted in their own child's classroom if deemed essential by the principal.
- Volunteers supervising outdoor activities (such as yard duty) are permitted so long as they follow staff protocols.

Food & Package Delivery

Students must bring their own food to school or purchase meals through the approved food service program. Parents or non-approved vendors or delivery services (e.g., GrubHub) bringing food to campus during the day is prohibited. Students shall not share food or beverages.

Travel Restrictions

Diocesan schools will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the principal.

1 COVID-19 Industry Guidance: Schools and School-Based Program (CDPH 2020)



COVID Symptoms and Case Response

Definitions

- A **contact** is defined as a person who is <6 feet from a case for >15 minutes. An entire cohort or group is considered a contact if they have shared time indoors, even with distancing.
- A **cohort** is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

Contact Tracers

- The school has a designated employee who is a contact tracer whose name is on file with the Catholic School Department and County Health.
- The School's Contact Tracer is: **Keith Martin, SJND principal**
- Contact tracers must be trained either by the county within which the school resides, or take one of the following courses on contact tracing:
 - Webinar-Based as recommended by the CDC:
<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/general-training-modules.html>
 - Coursera Option:
<https://www.coursera.org/learn/contact-tracing-for-covid-19>

Symptoms (See [appendix C](#))

Students:

- Fever of 100.4 degrees or higher;
- Sore throat;
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline);
- Diarrhea, vomiting, or abdominal pain;
- New onset of severe headache, especially with a fever.
- If a student is exhibiting symptoms refer to student health history form

Adults:

- Fever of 100.4 degrees or higher;
- Chills;
- Cough;
- Shortness of breath/ difficulty breathing; Fatigue;
- Muscle or body aches;



- Headache;
- New loss of taste or smell;
- Sore throat;
- Congestion or runny nose;
- Nausea or vomiting; Diarrhea

Testing

- Any student or staff person with symptoms not explained by another non-infectious condition diagnosed by a medical professional needs to be tested for COVID-19.
- Per this directive, symptomatic individuals must be tested within 48 hours of symptom onset, and provide test results within 72 hours.
- If the medical provider for the individual with symptoms cannot guarantee a 72-hour turnaround in test results, the symptomatic individual must use the school's designated testing laboratory:

Alcala Testing & Analysis Services
 David Hogan
 760-705-0803
 davidhogan@alcalalabs.cpm

- A designated licensed nurse must collect upper respiratory specimens with mail-in testing.
- ***Parents and students are responsible for the cost of their own testing.***



Response to Confirmed/Suspected COVID-19 Cases and Close Contacts (TABLE 1)

SCENARIO 1: ANSWERING “YES” ON SCREENING OR EXHIBITING A COVID SYMPTOM

IMMEDIATE ACTIONS	COMMUNICATION
<p>Student/staff are isolated at the site in the designated office space until they can be sent home or to a healthcare facility per CDPH guidance</p> <p>To return to school: All symptomatic persons should be tested for COVID-19.</p> <ul style="list-style-type: none"> • If they test positive, they can return to campus 10 days after symptoms started, 24 hours without fever, and improving symptoms. (There is no requirement for 24 hours of improving symptoms). • If they test negative, they can return 72 hours after symptoms resolve. <p>All persons in the COVID-positive person’s cohort and any other close contacts must be tested for COVID per the testing guidelines, above.</p> <ul style="list-style-type: none"> • If student/staff tests positive, see Scenario 3. • If student/staff tests negative, see Table 2 below. <p>In addition, the individual may have a medical note by a physician that provides an alternative explanation for symptoms and reason for not having a COVID-19 test (e.g., seasonal allergies)</p> <p><u>School site will remain open</u></p>	<p>COVID-19 symptoms letter provided to the individual or individual’s guardian (See Appendix E)</p>



SCENARIO 2: FAMILY MEMBER OR CLOSE CONTACT (OUTSIDE COMMUNITY) TESTS POSITIVE**Student/staff sent home
RD & COVID-19 School Liaison notified**

Student/staff instructed to quarantine/monitor for symptoms, even if they test negative, for a full 14 days after last exposure to the person testing positive for COVID.

Household contacts can end quarantine 14 days after their last exposure to the positive household member.
If the infected household member isolates in their own bedroom with their own bathroom, the exposed person's quarantine can be concurrent with the infected person's isolation.

School site will remain open

Student (Guardian) or Staff: Immediately notify the COVID-19 School Liaison if they are defined as a close contact of a confirmed case
([See Appendix E](#))

SCENARIO 3: STUDENT OR STAFF MEMBER TESTS POSITIVE

**Student/staff sent home, if not already at home.
School administration, RD, and county COVID-19 School Liaison notified.
Public Health – School Unit (Name of County) notified;
Close off and clean any areas used by the person who tested positive, per [CDPH](#) and [CDC](#) guidance**

Student/staff that tested positive:

- Positive persons must isolate for 10 days from symptom onset go 24 hours without fever (without fever-reducing medication) and demonstrate improving symptoms.

School-based close contacts:

- identified and instructed to self-quarantine and monitor symptoms for 14 days.
- Close contacts include the entire cohort and any non-cohort members who have been within 6 feet for 15 minutes or more.
- Even if a cohort maintains 6 feet of distance, the prolonged duration of indoor exposure warrants quarantine.

*Close contacts should be tested, whether they have symptoms or not. Testing does not shorten the quarantine requirement.

School site will remain open

COVID-19 positive Individual: Notify school administration and/or COVID-19 School Liaison immediately

School Site:

- Contact County Public Health
- Close Contact letter and Self-Quarantine Instructions sent to school close contacts within 48 hours.

([See Appendix E](#))



Steps to Take in Response to Negative COVID-19 Test Result (TABLE 2)

A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)	
IMMEDIATE ACTIONS	COMMUNICATION
<ul style="list-style-type: none"> If a symptomatic school member testing negative had a known close-contact exposure to a COVID-positive person, they must complete a 14-day quarantine, even with a negative test. If the symptomatic person testing negative did not have a known exposure, they can return to school 72 hours after their symptoms resolve. 	Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed
A student or staff member tests negative after Scenario 2 (close contact)	
<ul style="list-style-type: none"> Student/staff must remain in quarantine for a full 14 days after the date of last exposure to COVID-19 positive non-household contact. Household contacts can end quarantine 14 days after their last exposure to the positive household member. If the infected household member isolates in their own bedroom with their own bathroom, the exposed person's quarantine can be concurrent with the infected person's isolation. 	No action is needed
A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	
Can return to school/work immediately	No action is needed

Chart adapted from **COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year** July 17, 2020



Additional Details

Distance Learning

SJND will support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as virtual learning or independent study ([See Appendix D](#))

School Closure and Subsequent Reopening: The Catholic School Department, in consultation with Public Health, will determine if a partial or full school closure is needed based on [guidance](#) and [recommendations](#) from CDPH. Both the school and the county must meet current state guidance to reopen. The most current state guidance is:

State Criteria for Allowing In-Person Instruction: ([as of July 17, 2020](#))

- A. Closure: A school must close in-person instruction if the County is placed on the County Monitoring List (CML). If the County is added to the CML before school resumes, schools must conduct distance learning until the county is off the CML for 14 days. If the County is added to the CML, superintendents (in consultation with labor, parent, and community organizations) may request a waiver for elementary schools for in-person instruction. The county department of public health publishes, reviews, and approves all waiver applications.
- B. Reopening: The school can reopen in-person instruction after the County has been removed from the CML for at least 14 days. The county department of public health publishes, reviews, and approves all waiver applications.

Local Criteria for Closure and Re-opening in response to COVID-19 Cases:

- A. Individual School Closure: Closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the County Health Officer. For example, school closure may be appropriate in any of the following scenarios:
 - a. Multiple cases in multiple cohorts at a school
 - b. There are at least 5 percent of the total number of teachers/student/staff cases within a 14-day period, depending on the size and physical layout of the school.
 - c. Public health investigation or other local epidemiological data results in the County Health Officer recommending school closure.
- B. Reopening: Public Health and the school will be in communication throughout this process. School and school districts can typically reopen after 14 days and the following:
 - a. Cleaning and disinfection have occurred;



- b. Public health investigation is complete
- c. Local public health is consulted and has no concerns with re-opening.

SAFE ENVIRONMENT

The safety of our employees and students is our first priority. Upon reopening, our schools have been completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. Sites have considered the CDC guidelines for reopening buildings after an extended closure (See <https://bit.ly/cdcwater>). In addition, the process outlined below will routinely serve to protect everyone and reduce the risk of spread of infection.

Product Guides

Hand Sanitizer

Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children.

- Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin.
- Do not use hand sanitizers that may [contain methanol](#), which can be hazardous when ingested or absorbed.

Cleaner

When choosing disinfecting products, **use** those approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)- approved list “N,”](#) and **avoid** products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.

General Disinfection Measures

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copy machines, shared computer monitors, telephones, keyboards	At the end of each use/day and/or between use



General Used Objects	Handles, light switches, sinks, restrooms	After each recess and/or at the end of each school day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

Additional cleaning guidance available at <https://bit.ly/covidcdcclean>

Safe Water

- Use of drinking fountains is suspended; water bottle filling stations are provided.
- Flushing our water system and additional measures as needed have been taken per CDC guidelines to minimize the risk of Legionnaires' disease and other diseases associated with water.

HVAC Considerations

- Fresh outdoor air is introduced as much as possible - when using air conditioning, the setting that brings in outside air is used.
- If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, we have considered alternatives such as installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces.
- Replace and check air filters and filtration systems to ensure optimal air quality on a schedule.
- Ensure proper ventilation during cleaning and disinfecting.
- When cleaning, air out the space before children arrive; plan to do a thorough cleaning when children are not present.
- All HVAC systems have been replaced in the past 12 months in rooms 1-9.

School Procured Additional Supplies

Item	Quantity	Notes
<u>Hand Pump Sprayer</u>	1/classroom	For teachers to spray desks for students to wipe down.
Bulk Hand Sanitizer	1/site	Refill station; 55-gallon drums for refill stations
Individual Pumps	1/teacher	1 per teacher



Cleaning Solution		Alcohol-based
IR Therm	14	2 Housed in the school office; 1 per grade level teacher
Acrylic/Plexiglass	33	Office counters Teacher desks, 4' x 32" desktop station Teacher standing barriers, 6' x 3' standing station
Peroxide Multi Surface Cleaner & Disinfectant	1 per room	Refillable containers provided
Face Masks	1 per staff/faculty	All employees will receive a face mask Disposable masks have been purchased to provide to students that come to school without a mask.
Face Shields	1 per student/staff/faculty	All members of school campus community will receive a face shield; disinfected nightly

Supplies Provided by Families/Students

Most student supplies will be purchased in bulk by the school in order to make sure all students have the same supplies and will not share them.

Item	Quantity	Notes
Water bottle	1	With drinking fountains turned off, students will be encouraged to fill bottles at home. They will have access to the water bottle filling stations throughout the day.
Backpack	1	Students will hang their backpack on the back of their chairs which will be at a distance as to not touch other backpacks or students.
Clean cloth face mask	1	Per student
Pencil case	1	Per student



FACILITY ADJUSTMENTS

- The Extended Care room, parish meeting rooms, multi purpose rooms, and labs, will be converted into additional classrooms to be used for sub cohorts during the instructional day.
- Classroom group tables and extra furniture have been removed, and individual desks or tables installed with approved gapping between student stations.
- Students have their own designated space (desk/table) with their own supplies, water bottle, cleaning materials, and hand sanitizer.
- Signage has been added to the campus for social distancing reminders.
- Social distancing and best practices signage has been posted around campus and distributed to families
- Plexiglas guards have been added to the office desks and teacher desks
- Public space (eg, number of seats) have been removed from the front office
- EcoLab sanitation stations installed at all custodial utility sinks



School Schedules and Routines

Morning Drop-Off

Drop-Off Hours: 7:40 AM - 8:00 AM

Pick-Up Hours: 2:30 PM - 2:45 PM

Staffing: Teachers and Aides



Protocol:

- Children exit the vehicle from the passenger side and have belongings with them.
- Drivers should not leave the vehicles.
- Both points of access will be supervised to prevent gathering of any sort.
- Students will exit their cars and go directly to their classrooms.
- Teachers will follow student screening and entry protocol at the classroom doors.
- There are markings on walkways indicating distance and direction of traffic.



Grade Level Cohorts

Cohort Instructional Plan							
			Monday	Tuesday	Wednesday	Thursday	Friday
Grade-Level Cohort	Sub A Cohort	Classroom	Direct Teacher Instruction	DL Instruction	Direct Teacher Instruction	DL Instruction	Direct Teacher Instruction
	Sub B Cohort	Selected Area	DL Instruction	Direct Teacher Instruction	DL Instruction	Direct Teacher Instruction	DL Instruction
Week Two:			Monday	Tuesday	Wednesday	Thursday	Friday
Grade-Level Cohort	Sub A Cohort	Classroom	DL Instruction	Direct Teacher Instruction	DL Instruction	Direct Teacher Instruction	DL Instruction
	Sub B Cohort	Selected Area	Direct Teacher Instruction	DL Instruction	Direct Teacher Instruction	DL Instruction	Direct Teacher Instruction
Selected Area* Each grade level will be assigned an alternate teaching area, Tech Lab, Music Room, Extended Care, Religion Room, Spanish Room, non-use classroom, etc.							
Direct Instruction: The classroom teacher will provide direct, in-person, instruction while with this cohort. DL Instruction: Students in DL Instruction will have the classroom teacher televised into their meeting room and be facilitated by the classroom aide.							

Protocol:

- Each classroom will be divided into two groups for instruction sub cohort A and cohort B.
- Grade-level Cohort: For recess, PE and other activities such as lunch where students are outdoors or able to socially distance



Recess

Staffing: Teachers and Aides



Protocol: Recesses will be structured, limiting free play to ensure distancing. Activities such as jump rope, calisthenics, and exercise where students can conduct independently will be the standards. Teachers will clean doorknobs after each recess. Students will recess in separate areas of the campus as shown in the illustration above. Play structures will not be in use.



Morning & Lunch Recesses

Recess/ Break		1st Grade	2nd Grade	3rd Grade	4th Grade
9:10	9:30	Mrs. Mendoza 1st Grade Recess Blacktop Upper - Mon Blacktop Lower - Tues Grass Upper - Weds Grass Lower - Thurs Blacktop Upper Fri	Ms. Hurtado 2nd Grade Recess Blacktop Lower - Mon Grass Upper - Tues Grass Lower - Weds Blacktop UpperThurs Blacktop Lower - Fri	Mrs. Jenkins 3rd Grade Recess Grass Upper - Mon Grass Lower - Tues Blacktop Upper - Weds Blacktop Lower - Thurs Grass Upper - Fri	Mrs. Baxter 4th Grade Recess Grass Lower - Mon Blacktop Upper - Tues Blacktop Lower - Weds Grass Upper - Thurs Grass Lower - Fri
Recess/ Break		5th Grade	6th Grade	7th Grade*	8th Grade*
10:05	10:25	Mrs. Pecha 5th Grade Recess Blacktop Upper - Mon Blacktop Lower - Tues Grass Upper - Weds Grass Lower - Thurs Blacktop Upper Fri	Mrs. Pecha 6th Grade Recess Blacktop Lower - Mon Grass Upper - Tues Grass Lower - Weds Blacktop UpperThurs Blacktop Lower - Fri	Office Helper 7th Grade* Recess Grass Upper - Mon Grass Lower - Tues Blacktop Upper - Weds Blacktop Lower - Thurs Grass Upper - Fri	Office Helper 8th Grade* Recess Grass Lower - Mon Blacktop Upper - Tues Blacktop Lower - Weds Grass Upper - Thurs Grass Lower - Fri
Recess/ Break		1st Grade	2nd Grade	3rd Grade	4th Grade
12:35	12:55	Yard Duty 1st Grade Recess Blacktop Upper - Mon Blacktop Lower - Tues Grass Upper - Weds Grass Lower - Thurs Blacktop Upper Fri	Yard Duty 2nd Grade Recess Blacktop Lower - Mon Grass Upper - Tues Grass Lower - Weds Blacktop UpperThurs Blacktop Lower - Fri	Yard Duty 3rd Grade Recess Grass Upper - Mon Grass Lower - Tues Blacktop Upper - Weds Blacktop Lower - Thurs Grass Upper - Fri	Yard Duty 4th Grade Recess Grass Lower - Mon Blacktop Upper - Tues Blacktop Lower - Weds Grass Upper - Thurs Grass Lower - Fri
Recess/ Break		5th Grade	6th Grade	7th Grade	8th Grade
12:15	12:35	Yard Duty 5th Grade Recess Blacktop Upper - Mon Blacktop Lower - Tues Grass Upper - Weds Grass Lower - Thurs Blacktop Upper Fri	Yard Duty 6th Grade Recess Blacktop Lower - Mon Grass Upper - Tues Grass Lower - Weds Blacktop UpperThurs Blacktop Lower - Fri	Yard Duty 7th Grade* Recess Grass Upper - Mon Grass Lower - Tues Blacktop Upper - Weds Blacktop Lower - Thurs Grass Upper - Fri	Yard Duty 8th Grade* Recess Grass Lower - Mon Blacktop Upper - Tues Blacktop Lower - Weds Grass Upper - Thurs Grass Lower - Fri

*not included in waiver



Lunch

During lunch, students must remain in their cohort, and the cohorts must remain socially distant from other cohorts.

Time	Classroom	Selected Areas
12:15 - 12:35	Grades 1-4 Cohort A	Grades 1-4 Cohort B
12:35 - 12:55	Grades 5 & 6 Cohort A	Grades 5 & 6 Cohort B
12:35 - 12:55	Grades 7 & 8 Cohort A*	Grades 7 & 8 Cohort B*

*not included in waiver

Protocol: Students will eat lunch at their assigned seats in their classrooms or outdoors as much as possible when weather permits. The hot lunch program will have lunch delivered to classrooms by an aide masked and gloved. Students will put their trash in their class/room trash can.

Masses

No on-site masses are scheduled at this time due to COVID-19 protocols and concern for elderly parishioners who attend mass daily at St. John the Baptist Parish. Classes will attend mass virtually within their cohort and sub cohort during Religion class.



After School Pick-Up

Time: 12:00 pm TK, 2:30 - 245pm 1-6

Staffing: Teachers and Aides



Protocol:

- Campus will open beginning at 2:30pm.
- Students will be guided to their designated pick-up location and wait with their teacher and grade-level cohort.
- Children should enter the vehicle from the passenger side.
- Drivers should not leave their vehicles.
- Note: 7th and 8th Grade not included in this waiver.



Extended Care

Hours of Operation: 7 AM - 7:40 AM and 2:30 PM - 6:00 PM

Staffing: School employees

Protocol: Extension will be held in the extended care room each student will have their own supplies and seating. Parents will pick-up following the traffic pattern outlined above; they will not be admitted into the student space.



APPENDIX A: FAQ

What if a student arrives late?

Students who arrive at school late will enter at the Prayer Garden gate. Parent/Guardians will call the school office, state their name and their student name. Office staff will sign students in. Students will go directly to class.

What if a student needs to use the restroom?

Restroom time is scheduled for a class during their allotted recess times and at other class specific times during the day. Use outside of the schedule will be on a limited, case-by-case basis. *If a student must use the restroom outside the allotted time, they shall go to the restroom, wait on the designated marks (6 feet apart) until the restroom is available, and then return directly to class, maintaining social distance and wearing a face mask at all times. Students will utilize hand sanitizer when returning to their workspace.*

What is the plan for inclement weather recess and physical education?

Students will remain in their classroom if it rains, or the air quality prohibits being outside.

What if students are outside doing calisthenics during extension when a parent comes to pick up a child?

The extension employee at the will radio the employee with the students on the playground to send the student to EDP.



APPENDIX B: FACILITY ADJUSTMENTS



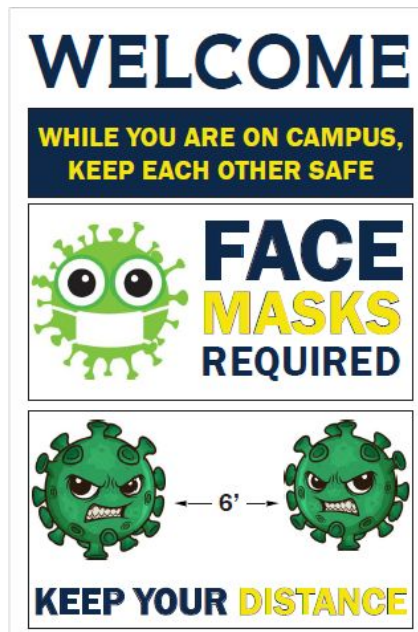
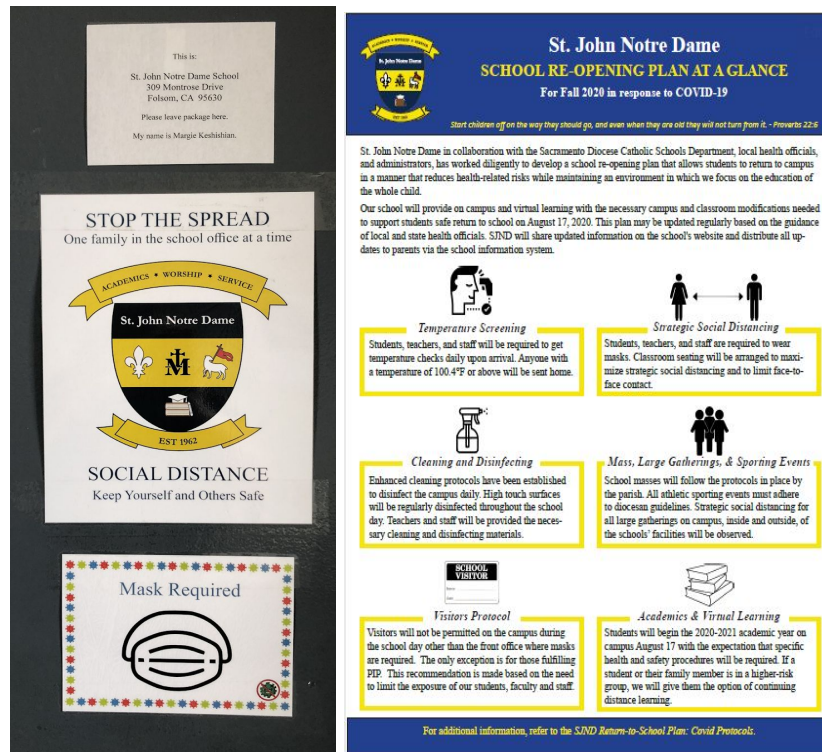


Additional Details

Blue and Gold Arrows designate travel directions.



APPENDIX C: PROTOCOL SIGNAGE



Have you filled out your
Health Screening
today?





Surface Cleaning



Additional Details

- Teacher will spray area to ensure wait time and proper coverage/disinfecting
- Evening cleaning crew will use electro-static disinfectant to further ensure safety



Restroom Use



Additional Details

- No more students in a restroom than sinks
- X Marks the Spot (spaced line up spots outside restroom)
- Students will disinfect hands at their desk space upon returning to class



Teacher Cleaning Expectations



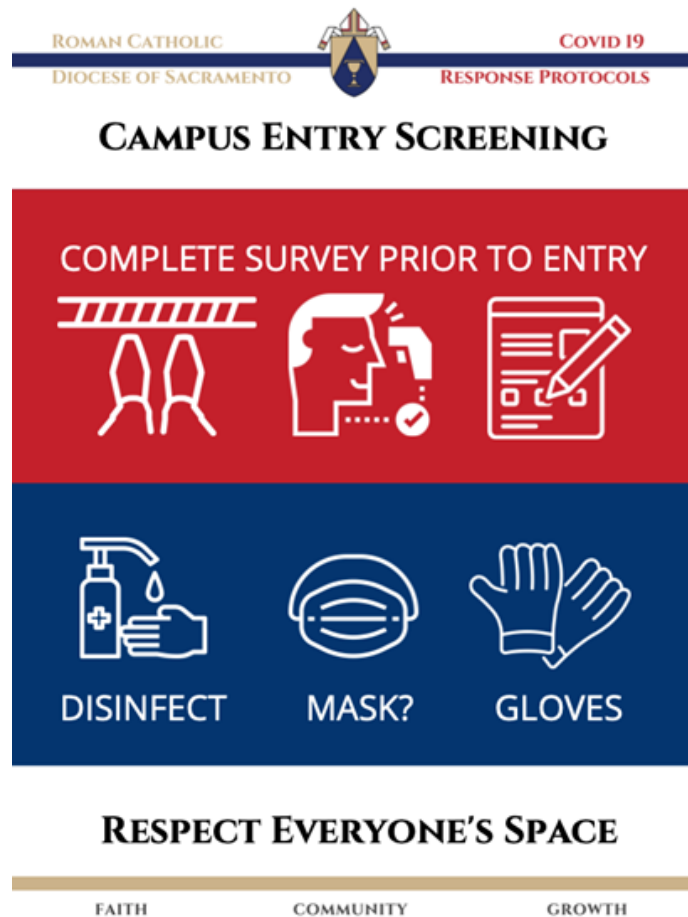
Additional Details

- Teacher will spray area to ensure wait time and proper coverage/disinfecting
- Teachers will routinely disinfect high use areas such as door knobs, throughout the day
- Evening cleaning crew will electro-static disinfectant to further ensure safety



Screening

Campus Entry Point (Adults)





Have you filled out your
Health Screening
today?



SJND COVID-19 SCREENING QUESTIONNAIRE

Please respond to each of the following questions truthfully and to the best of your ability. Your participation is important to help us take precautionary measures to protect you and our other employees.

* Required

Name: *

Your answer



What was your temperature today? (Degrees F) *

Your answer



Are you currently experiencing, or have you experienced in the past 14 days, any of the following symptoms? (Please take your temperature before you answer this question.) *

	Yes	No
Fever (100.4° F/37.8° C or greater)	<input type="radio"/>	<input type="radio"/>
Cough	<input type="radio"/>	<input type="radio"/>
Shortness of breath or difficulty breathing	<input type="radio"/>	<input type="radio"/>
Sore throat	<input type="radio"/>	<input type="radio"/>



Daily Health Screening (Adults)

Name: _____

Position: _____

Supervisor's Name: _____

Q1: Since your last time on campus, have you had a cough, shortness of breath, difficulty breathing, or been in close contact with a person lab confirmed to have COVID-19?

If yes, circle what applies above and see your supervisor immediately.

Q2: Since your last time on campus, have you had any two of these symptoms

Fever

Muscle pain

Sore throat

Chills

Headache

New loss of taste or smell

Repeated shaking with chills

If yes, circle symptoms and see your supervisor immediately.

Running Record

Date	Temp	Symptoms (Y/N)	Screened by	Signature

< OFFICE USE ONLY >

If a person is exhibiting symptoms or exceeds the body temperature allowable by the Sacramento County HHS they will be instructed to go home or to the nearest health center.

Then, complete the following section of this form:

Date the employee was sent home: _____ Recorded temperature: _____

Are visible signs of respiratory illness present? ____ Yes ____ No

Date the employee returned to work: _____



Student Checklists

Home Checklist for the Front Door



GOOD MORNING!

SMILE	CHECK TEMPERATURE	WASH
-------	-------------------	------





		
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DO YOU HAVE YOUR SUPPLIES?

HAVE A GREAT DAY!

FAITH
COMMUNITY
GROWTH

End of School Day Reminders



END OF DAY!

SMILE	CHECK LIST	CLEAN
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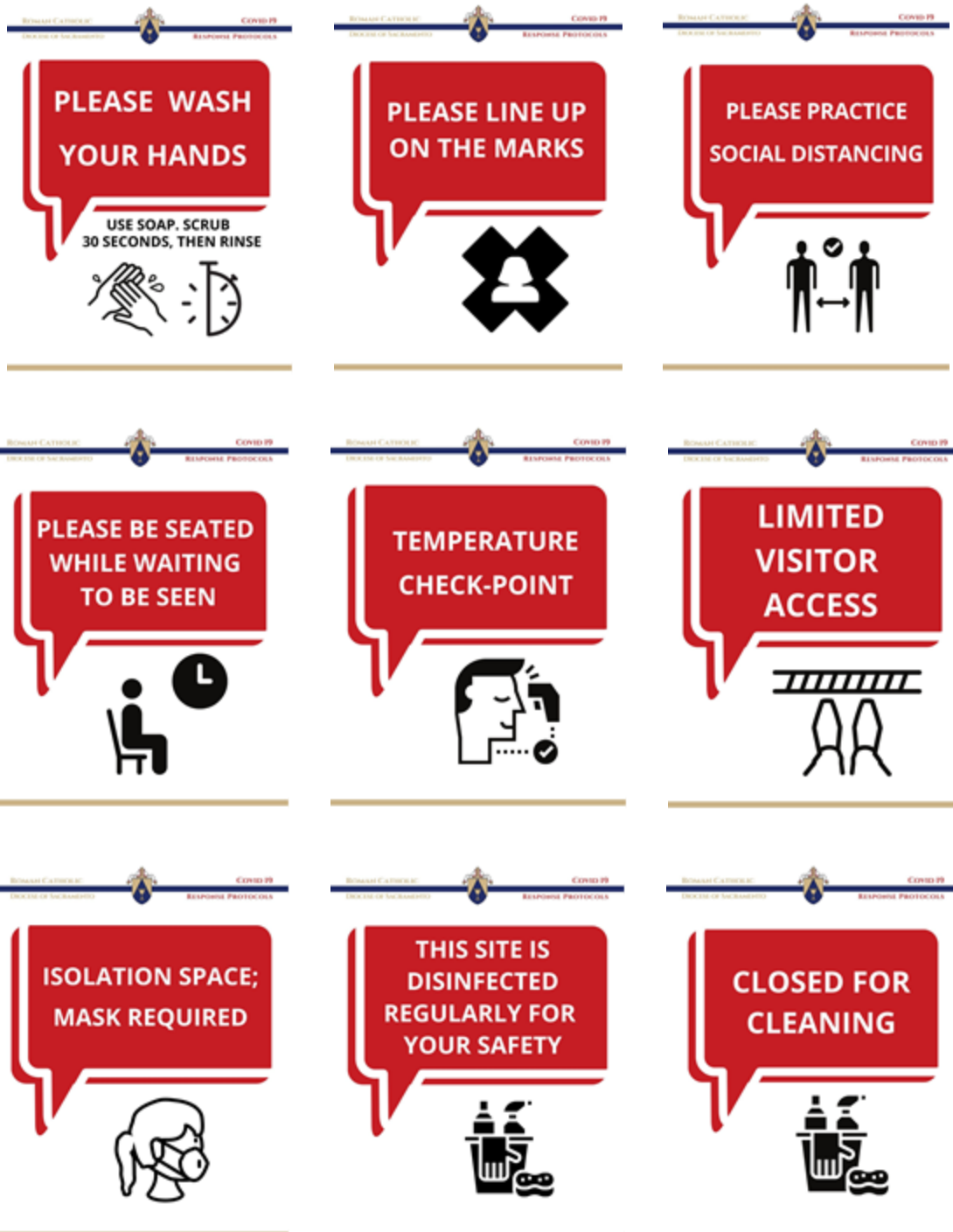
DONT FORGET TO WASH TOWELS & RETURN

HAVE A GREAT AFTERNOON!


FAITH
COMMUNITY
GROWTH



Additional Facility Signage



Symptom Flyer



Symptoms of COVID-19 and Keys to Remaining Vigilant

What To Look For

Please pay close attention to if you or someone in your household begin to experience COVID-19-like symptoms:

<input type="checkbox"/> Body Temperature exceeding the resident county HHS guidelines (unless otherwise noted, 100.4 degrees Fahrenheit)	<input type="checkbox"/> Muscle pain
<input type="checkbox"/> Chills or repeated shaking	<input type="checkbox"/> Headache
<input type="checkbox"/> Cough	<input type="checkbox"/> Fatigue
<input type="checkbox"/> Shortness of breath or difficulty breathing	<input type="checkbox"/> Nausea or vomiting
<input type="checkbox"/> Congestion or runny nose	<input type="checkbox"/> Diarrhea
	<input type="checkbox"/> Sore throat
	<input type="checkbox"/> New loss of taste or smell

How You Can Help

Be proactive about reducing the number of interactions that students have with others by practicing physical (or social) distancing (staying at least 6 feet apart) to limit the coronavirus spread. In addition to physical distancing, another important tool to prevent the spread of coronavirus is to practice good hygiene. Critical public health prevention messages include:

- ☐ Stay home when you are sick. Anyone with symptoms consistent with COVID-19 should remain at home in isolation for a minimum of 10 days plus at least 3 days after the resolution of fever (without fever-reducing medication) and improvement in other symptoms.
- ☐ Wash your hands often with soap and water for at least 20 seconds. Sing the Happy Birthday song to help know when it has been 20 seconds. If soap and water are not available, use alcohol-based hand sanitizers that contain at least 60% alcohol.
- ☐ Cover your coughs and sneezes with a tissue, then dispose of it and clean your hands immediately. If you do not have a tissue, use their sleeve, not your hands, to cover their coughs and sneezes.
- ☐ Limit close contact with people who are sick, and avoid sharing food, drinks, or utensils.
- ☐ Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipes.
- ☐ All students and staff must follow guidelines for wearing masks or face coverings while in the Educational Setting.

Additional Information

CDPH: <https://cdph.ca.gov/covid19> CDC: <https://www.cdc.gov/coronavirus>

We greatly appreciate everyone's efforts in staying informed, calm, and thoughtful as we all do our part to help keep our communities and schools safe. If you have any questions or concerns, please contact your school directly.

Diocese of Sacramento Catholic Schools Symptoms of COVID-19
www.scd.org/schools Revised 8/29/20 v2





Name: _____

Grade: _____ Date: _____

- ☐ Fever of 100.4 degrees or higher: _____ °F
- ☐ Sore throat
- ☐ New uncontrolled cough that causes difficulty breathing
(for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- ☐ Diarrhea, vomiting, or abdominal pain
- ☐ New onset of severe headache, especially with a fever.
(If a student is exhibiting symptoms refer to student health history form)

Notes:



Name: _____

Date: _____

- ☐ Fever of 100.4 degrees or higher: _____ °F
- ☐ Chills
- ☐ Cough
- ☐ Shortness of breath/ difficulty breathing
- ☐ Fatigue
- ☐ Muscle or body aches
- ☐ Headache
- ☐ New loss of taste or smell
- ☐ Sore throat
- ☐ Congestion or runny nose
- ☐ Nausea or vomiting
- ☐ Diarrhea

Notes:



Restroom Daytime Checklist

Date:		Restroom Area (circle): boys girls outside gym						
Area/ Time	Before School	After 1st Recess			After Lunch			End of Day cleaned by cleaners
Floors								
Sinks								
Toilets								
Toilet Paper								
Soap								
Urinals								
Towels								
Trash								
<i>Initial next to each item after inspection</i>								



APPENDIX D: AGENCY UPDATES

(Name of County) County COVID Portal Page

(Insert link here)

CA Department of Public Health Guidance

<https://covid19.ca.gov/pdf/guidance-schools.pdf>

CDC Decision-Making Tree

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf>

Campus Access

- [CDC: What to Do If You Are Sick](#)
- [CDC: People Who Are at Higher Risk for Severe Illness](#)

Hygiene and PPE

- <https://www.cdc.gov/handwashing/index.html>
- [CDC: Hygiene Practices](#) (PDF)
- [CDC: Using Personal Protective Equipment \(PPE\)](#)
- [CDC: Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#)

Cleaning and Disinfecting

- [EPA: 6 Steps for Safe and Effective Disinfectant Use](#) (PDF)
- [EPA: List N - Disinfectants for Use Against SARS-CoV-2](#)

Information for Staff Training

- [Healthy Schools Act](#) (PDF)
- [CDC: Interim Infection Prevention and Control Recommendations for Patients with Suspected or Confirmed Coronavirus Disease 2019 \(COVID-19\) in Healthcare Settings](#)

Communication with School Community

- [CDC: Criteria to Discontinue Home Isolation](#)
- [CDC: Public Health Recommendations for Community-Related Exposure](#)

Food Services

- [Student Meals Cal/OSHA Guidance for Restaurants](#)





COVID-19 Workplace Exposure Reporting

To ensure the health and safety of employers, employees, and community members, businesses and activities must immediately report any confirmed cases of COVID-19 to Yolo County Public Health.

Yolo County Public Health Requires ALL Businesses to take the following actions

1. FOLLOW



FOLLOW California COVID-19 Industry Guidance for clear recommendations and tasks to prepare your businesses <https://covid19.ca.gov/industry-guidance/>.

2. REPORT



REPORT confirmed COVID-19 cases to the Yolo County Public Health by calling the COVID Provider Line at: **(530) 666-8614**.

- Leave a message; staff review messages everyday.
- Include in the message your business name, city, point of contact, and a brief situational update (ex. 3 employees out with fever and cough, one employee reporting a positive COVID-19 lab test)

3. PREPARE



PREPARE for Public Health to call. You can prepare by:

- Completing the Yolo County Workplace COVID Toolkit (located at www.yolocounty.org/coronavirus-roadmap) to identify close contacts (those within 6 ft. for 10 min. or more) of an infected employee.
- Starting to take steps to isolate close contacts if they are still at work; or if this is not possible, send home to isolate.

For additional information on COVID-19, the "Roadmap to Recovery" plan, or face covering guidance visit www.yolocounty.org/coronavirus-roadmap.

Yolo County • www.yolocounty.org • Yolo 2-1-1



APPENDIX E: COMMUNICATIONS

Cases and Exposures Correspondence

Confirmed Case Letter

[School Letterhead]

[Date]

Dear (Name of School) School Parents/Guardians:

The health and safety of our students and staff are our top priority. This letter is to inform you that an individual at (Name of School) School has tested positive for COVID-19. The last date of known exposure at the school was [date].

While our investigation did not identify your child as having close contact with the individual during the infectious period, we want to maintain transparent communication with families. Due to the potential of exposure to COVID-19 that we all face in the community, please continue to monitor your student for symptoms and keep them home if they are experiencing COVID-19 symptoms: fever, chills, fatigue, muscle or body aches, headache, sore throat, new loss of taste or smell, nasal congestion or runny nose, nausea or vomiting, or diarrhea (or found online [here](#)). If your child develops symptoms consistent with COVID-19, contact your healthcare provider. Your healthcare provider will determine if your child needs a COVID-19 test.

(Name of County) County Public Health has been notified. (Name of School) School and Public Health are working closely together to take the necessary steps to protect our community and prevent the spread of COVID-19 in school. In accordance with Public Health guidance, school will continue to operate in-person instruction. Individuals that were determined to be close contacts to the individual who tested positive have been notified to stay home.

If you have any health-related questions, please contact your healthcare provider. If you have any school related questions, please contact your COVID-19 School Liaison, name. Additional resources can be found at the following website:

(Insert County COVID-19 Portal Page Here)

Thank you for your flexibility and ongoing support of safety measures that allow our students to continue to learn.

Respectfully,

[Principal Name and Contact Information]



Close Contact Letter

[School Letterhead]

[Date]

Dear Parents/Guardian of _____ (student name):

This letter is to inform you that your child has been identified as a close contact to an individual who has tested positive for COVID-19 during the infectious period. A close contact is defined as someone who was within 6 feet of an infected person for at least 15 minutes. The last date of known exposure was _____. [date].

[Name of County] County Public Health advises that your child immediately stay at home, except to get medical care, even if they do not have symptoms. Additional information is included in the Self-Quarantine document being issued to your child. During your child's self-quarantine, do not allow non-household members into your home, and if there are household members who are medically frail or elderly they should stay separated from your child.

Please follow the directions in the attached Self-Quarantine from [Name of County] County Public Health. If your child develops symptoms consistent with COVID-19, contact your healthcare provider. Be sure to let the provider know that your child has had direct exposure to someone that has tested positive to COVID-19 through school. Your healthcare provider will determine if your child needs a test.

Although other household members are not on quarantine, everyone should continue practicing prevention measures when out in the community, including washing your hands with soap and water frequently, using a face mask, avoiding large gatherings, and practicing social distancing.

If you have health-related questions, please contact your healthcare provider. Additional resources can be found at:

- [Insert County COVID-19 portal page link here]
- Centers for Disease Control and Prevention (latest information on symptoms, how to protect other household members, cleaning, and more): www.cdc.gov/coronavirus
- (Updates about our school's situation)

The health and safety of our students and staff are our top priority. Thank you for your prompt attention to this matter.

Respectfully,

[Name and contact information of principal]



Symptoms Letter

[School Letterhead]

Dear Parent or Guardian:

This letter is to inform you that your student feels unwell and has shown symptoms that are similar to COVID-19 per county guidelines. In order to best care for all students and staff, your student is being sent home today.

To return to school, wait at least 10 days after symptom onset, 24 hours with no fever (and no fever reducing medication), and improvement in other symptoms. If medical attention is needed, households should contact their healthcare provider. Your healthcare provider will determine if your child needs a COVID-19 test. If your student tests positive, please notify school administration immediately. If your student tests negative for COVID-19, they should remain home at least 24 hours with no fever (without fever reducing medicine) and symptoms improvement. If testing was not done, the individual may have a medical note by a physician that provides alternative explanation for symptoms and reason for not having a COVID-19 test or, follow the 10 days after symptom onset, 24-hour fever-free rule outlined above.

Our Remote Learning Liaison will connect with you ASAP to discuss providing instruction during this hiatus.

If you have any health-related questions, please contact your healthcare provider. If you have any COVID-19-related questions, please contact name. Additional resources can be found at the following website:

- [Insert county COVID-19 portal page link here]

The health and safety of our students and staff are our top priority. Thank you for your prompt attention to this matter.

Respectfully,

[Principal name and contact information]



Scenario 3 - Quarantine Letter



DIOCESE of SACRAMENTO
CATHOLIC SCHOOLS

[Insert Date]

Dear St. John Notre Dame Parent or Guardian,

This letter serves as notification that a student or staff member of your cohort at St. John Notre Dame has tested positive for COVID-19. The date of possible on-campus contact was [Insert Date of Contact]. The following measures were taken, in keeping with Scenario 3 of our Return-to-School Plan Protocol:

- School Administration, the Regional Director, the school contact tracer, [Name of County] County Public Health, and I were notified.
- The areas used by the person who tested positive were closed off and thoroughly cleaned per [CDPH](#) and [CDC](#) guidance.
- The Student or staff member that tested positive will isolate for 10 days after symptoms onset or test date. In order to return to campus, positive persons must isolate for 10 days from symptom onset and go 24 hours without fever (without medication) and demonstrate improving symptoms.

The members of your family who were on campus that day must quarantine and monitor for symptoms for a full 14 days after [Insert Date]. Testing does not shorten the 14-day quarantine.

Please note that all information, including the name(s) of reporting individuals, is confidential.

For additional information about COVID-19, please visit the [CDPH](#) and [CDC](#) guidance websites.

The health and safety of our community are our priority. We greatly appreciate everyone's efforts in staying informed, calm, and thoughtful as we all do our part to help keep our communities and schools stay safe.



If you have any questions or concerns, please contact principal, Keith Martin,
keith.martin@sjnds.org, 916-985-4129.

Sincerely,

A handwritten signature in black ink that reads "LINCOLN SNYDER". The signature is written in a cursive style with a long horizontal flourish at the end.

Lincoln Snyder
Superintendent and Executive Director of Schools
The Diocese of Sacramento



APPENDIX F: DISTANCE LEARNING

Overview

Program Intent

Our school emphasizes local, personal interaction through an in-person community. A homeschool program is limited and is not our mission. Still, when health considerations necessitate learning from a distance, we will serve our families and keep them connected to their community with an independent, distance learning program.

Content

Instruction in religion, math, language arts, science, and social studies will be provided to all students.

Roles and Responsibilities

Classroom Teacher

Generates core content and provides feedback to all students (on and off-site) in the regular grading cycle. Is available to all parents in a regular fashion (phone, email, appointment).

Technical Liaison and Administration

Provides additional community connectivity content such as checking in with students and teachers and providing on-demand support. Serves the teachers, students and parents an additional point of contact regarding technology during the course of the day for assistance (through Google classroom, email, or phone).

Student

Keeps to her/his schedule by starting each day on Google classroom with the morning announcements, attends their remote lessons, and progresses through the content at their pace during the day content is assigned.

Parent Communication

Teachers will be available between 8 am and 3 pm Monday through Friday with the exception of school holidays. Specific online class schedules are listed in this document. Administrators will provide “all school” communication, homeroom teachers will lead communication in grades TK-5, and middle school departmentalized teachers will provide communication on their class plans and progress.

- Communication Vehicles
 - SchoolSpeak
 - Google Classroom



- SeeSaw
- Middle School Distance Learning Document
- Class Dojo
- Rate
 - Teachers will post assignments/resources for the following week by Friday at 6 pm.
 - Administration will post community messages weekly
 - Parents will have access to resources on a daily basis
 - Teachers in grades 1 - 8 will update grades weekly
 - TK and K will provide information on student progress bi-weekly
 - Homeroom teachers will post weekly classroom announcements to SchoolSpeak, providing parents with an overview of the topics to be covered and encouraging community growth in faith formation

Technology Support

During DL, unless a stay-at-home order is dictated, teachers will be on campus utilizing both school technology and support from the SJND Tech Team:

- Felicia Heiler, Tech Director
- Austin Otto
- Sue Styren

Students that require devices to use at home have the opportunity to check-out devices from SJND. Families choosing this option are financially responsible for the device loaned. A Technology Equipment Use Agreement will be filled with the Tech Director.

Pre-school year technology and distance learning orientation opportunities are being offered for both families and staff.

- Individual needs assessment meetings with all faculty (July/August)
- New Family, Parent & Student Orientation (August)
- 3rd Grade Student Chromebook 101 (August)
- Student Equipment, Passwords, Resource Pickup (August)
- Back-to-School Looms & Zooms (August)
- Resource Tutorials for Parents and Students (Loom & Zoom)
 - Posted for access throughout the year

Student Communication

Teachers need to be available between 8:00-3:00 M-F on campus.

- Modalities
 - Synchronous



- Asynchronous
- Tools
 - SchoolSpeak
 - Google Classroom
 - SeeSaw
 - Middle School Distance Learning Document
 - Zoom
 - Loom
 - IXL
 - Reading Counts
 - Nearpod
 - StarFall
 - PearDeck
 - BrainPop
 - Google Suite
 - Flipgrid
 - Padlet
 - ExplainEverything
 - Desmos
- Rate
 - Grades 1 - 5 will deliver live instruction in combination with asynchronous instruction between 8 am and 11 am daily
 - Grades 6 - 8 will deliver live instruction in combination with asynchronous instruction between 11 am and 3 pm daily
 - Optional Physical Conditioning classes will be offered to class cohorts weekly

Assignment Delivery

- Student assignments will be posted on one or more of the following:
 - SchoolSpeak
 - Google Classroom
 - SeeSaw
 - Middle School Distance Learning Document

Teachers' Availability to Students

- Teachers will have posted virtual office hours
- Tutorial session will be posted
- Times will vary by grade



Attendance

Student attendance will be taken daily. Teachers may use Google Forms for daily attendance or via a live video conference. Evidence of completed student work must be available in order to be marked “present” for the day. Attendance should be completed by 5 pm each night and recorded in SchoolSpeak or shared with the school secretary for recording.

Distance Learning Expectations

Expectations for Students

- Students must attend class via Zoom/Google Meet
- Students must be on camera during the entire Zoom
 - A plain background or digital background is encouraged
- Students must participate in live lessons when requested by teachers

Expectations for Teachers

- Post weekly overview by 6 pm on Friday for the next week on LMS
- Work closely and consistently with students with ILPs
- Set clear and consistent norms and expectations - all teachers don't have be identical but they should be similar/aligned/not contradictory
- Set clear parameters about how and when you can be reached
- The expectation is to return emails (parent or student) within 48 hours.



Distance Learning Best Practices



Distance Learning Schedules

TK-K Distance Learning Class Schedule - August 2020

TK-K	
8:00 - 8:05	Attendance
8:10 - 8:30	Prayer/Pledge/Calendar
8:30 - 8:45	Phonemic Awareness/Reading
8:45 - 9:30	Language/Writing
9:30 - 9:50	Snack/Break
9:50 - 10:35	Math
10:35 - 10:45	Religion
10:50 - 11:00	End of Day Prayer/All School Assembly/Dismissal

Primary/Intermediate School Distance Learning Class Schedule August 2020

Grades 1-5						
		1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade
7:50-8:00	Primary School Zoom Assembly					
8-8:30	A	Reading	Math	Religion	Religion	Religion
8:30 - 8:40	Break					
8:40-9:10	B	ELA	Reading	Math	SS/Sci	SS/Sci
9:10-9:20	Break					
9:20-9:50	C	Math	ELA	Reading	ELA	ELA
9:50-10	Break					
10-10:30	D	Religion	Religion	ELA	Reading	Math
10:30 - 10:40	Break					
10:40 - 11:10	E	Homeroom/Help	Homeroom/Help	Homeroom/Help	Math	Reading



Middle School Distance Learning Class Schedule 2020 - 20201						
11	Morning Prayers w STUCO in first class					
	6	Science	SS	Science	Science	Science
	7	Math	Math	Math	Math	Math
	8	ELA	ELA	ELA	ELA	ELA
11:55	Break (5 mins)					
12	6	ELA	ELA	ELA	ELA	ELA
	7	Religion	Religion	Science	Science	Science
	8	Math	Math	Math	Math	Math
12:55	Lunch (30 mins)					
1:25	6	Religion	Religion	SS	Religion	SS
	7	ELA	ELA	ELA	ELA	ELA
	8	SS	Science	Science	SS	Science
2:20	Break (5 mins)					
2:30	6	Math	Math	Math	Math	Math
	7	SS	SS	SS	SS	Religion
	8	Religion	Religion	Religion	Religion	SS
3:25	Dismissal					
Most Zoom meetings will not take the entire class time.						



Acknowledgement and Consent

Dear Parents and Guardians:

Because of the school closures due to the coronavirus (COVID-19), SJND is providing distance learning opportunities in order to provide your student with ongoing access to learning. This form identifies the distance learning opportunities, or platforms, that SJND may use and asks for you to sign and return the attached form for your student to participate in these opportunities.

Distance learning is instruction in which the student and instructor are in different locations. Distance learning is being defined by the State of California to include video or audio instruction in which the primary mode of communication between the student and instructor is online interaction, instructional television, video, tele-courses or conferences, or other instruction that relies on computer, virtual or communications technologies. It may also include the use of print materials incorporating assignments that are the subject of written or oral feedback. The aim of distance learning is to allow educators to provide ongoing instruction and high quality educational opportunities.

SJND anticipates, at this time, utilizing the following platforms to support your student during this period:

- Zoom – <https://zoom.us/docs/en-us/childrens-privacy.html>
- Google G Suite – https://gsuite.google.com/terms/education_privacy.html
- Additional online tools may be utilized depending on grade level, such as IXL, Splash Math, Khan Academy, Code.org, BrainPop, etc.

The use of technology for the provision of educational opportunities through distance learning may result in the creation of pupil records not in SJNDs control as well as student-generated content, and may result in the unintended revelation of personally identifiable student information beyond SJND's control. We acknowledge that many technology platforms maintain data shared on their platforms and want to provide you notice of the same.

SJND will endeavor to work with the technology companies utilized in the provision of distance learning opportunities to ensure the privacy of our students is maintained consistent with all relevant federal and state laws, including the Federal



Educational Rights and Privacy Act (FERPA). We expect these companies will act consistently with common standards of student privacy used when providing educational services. We will make our best efforts to ensure that the collection and use of any student data is limited to educational purposes only and seek to prevent the unauthorized release of student information or use of student data for marketing purposes.

Confidentiality

I understand and acknowledge:

- ❖ My child has the right to confidentiality as it pertains to distance learning to the extent possible, and within SJND's control.
- ❖ I understand, by law, there are exceptions to confidentiality, including mandated reporting of child, elder, and dependent adult abuse as well as safety concerns related to danger to self and danger to others. I understand SJND may have to break confidentiality under these circumstances.

Technology

I understand and acknowledge:

- ❖ I am responsible for providing and maintaining acceptable bandwidth for my child to actively participate in distance learning with SJND.
- ❖ It is my responsibility to ensure that I have a video **and** audio enabled device available for my child to participate in distance learning.
- ❖ If I borrow a device from SJND I am financially responsible for that item should it be damaged in any way while under my supervision.
- ❖ My child needs to log in with their first and last name when attending a virtual session.
- ❖ My teacher will conduct educationally-related instruction by way of distance learning in a confidential setting.
- ❖ I further understand it is illegal to record any instruction or educational session without the prior written consent of the principal and teacher.
- ❖ I understand that the lessons may be recorded by SJND for student use within the confines of the class.
- ❖ I have the right to discuss any of this information with the teacher and/or principal and to ask questions I may have.
- ❖ I can withdraw my consent to this form at any time by providing written notice to the principal.



Behavior

I understand and acknowledge:

- ❖ Students should not utilize distracting backgrounds when online.
- ❖ I acknowledge and reaffirm my agreement under the school's, *Acceptable Use Policy*, and the school's rights to monitor, regulate bullying, and set expectations for good behavior while using this platform.
- ❖ SJND Parent-Student Handbook applies to both on campus and distance learning protocols

Decorum and Appearance

I understand and acknowledge:

- ❖ I am responsible for providing a work space for my student. A clean, non-distracting work environment is ideal. Each student needs to be seated at a desk or table during DL hours with minimal distractions. (A headset for the student can be used to help minimize background noise.)
- ❖ My student needs to be in school appropriate attire that is clean and avoids any unnecessary distraction. Students should look presentable and professional as they are expected to share their screen to engage in online discussions with their classmates and teacher. Sleepwear and immodest clothes should be avoided.

Attendance

I understand and acknowledge:

- ❖ It is my responsibility to ensure that my child participates daily in online instruction, reports to class, and engages in the learning opportunities offered to them through distance learning.
- ❖ Attendance is recorded by evidence of student active online engagement each day.
- ❖ My student is expected to participate in the school sessions throughout the entire school day.
- ❖ Work missed because of absence must be made up within the timeline set forth by the course teacher. Any work not completed within this period shall result in no credit for the missed assignment.



- ❖ In the case of an extended illness or other extenuating circumstances, the parent must contact SJND Administration.

My signature below indicates I have read this consent form, understand, and agree to the guidelines outlined in *SJND Distance Learning Acknowledgement and Consent*, including the rules of confidentiality, use of technology, behavior policy, decorum and appearance policy, and attendance policy.

Parent Signature _____

Date _____

Student Name(s) and Grade:

A link to this agreement will be available on the SJND SchoolSpeak website. Please be sure to electronically acknowledge prior to August 17, 2020. If you have any questions please feel free to contact Deirdre O'Connor, deirdre.oconnor@sjnds.org



SJND Distance Learning: Frequently Asked Questions

Questions	Answers
Q1. Who should consider utilizing Distance Learning at SJND for the academic year 2020- 2021?	A1. Families with health concerns should consider the Distance Learning (DL) alternative. However, DL is open to any SJND student. Currently DL is anticipated for all students on August 17, 2020.
Q2. If we begin the year using DL do we have to continue throughout the entire year?	A2. As the year progresses and COVID-19 risks diminish families are welcome to convert to on-campus classes if their health is not at risk.
Q3. How can I enroll my student/s in the SJND DL option when we return to on-campus classes?	A3. Please enroll by following this LINK . You may enroll your student(s) in SJND DL by either using this form or contacting administration.
Q4. How is SJND DL different from the distance learning our students participated in last March – June 2020?	<p>A4. When SJND had to immediately close school last March 13th, the state was in a serious health crisis. Hence, the teaching that occurred in some cases/schools has been referred to as “pandemic teaching.” SJND DL is different:</p> <ul style="list-style-type: none"> • It will be highly structured • All core subject areas will be taught • Traditional grading will be implemented • Students will be expected to attend classes Monday - Friday, via live stream instruction whenever possible (taped instruction will also be available) • Instructional delivery will be a combination of synchronous instruction all days of the week plus asynchronous teaching and learning. • Curriculum will be aligned with diocesan standards, CCSS, and NGSS • Student engagement via daily synchronous streaming instruction, project based learning, or inquiry based learning opportunities



	<ul style="list-style-type: none"> • <i>If the entire school is on DL, TK through 5 will utilize the time frame 8:00-11:00, as appropriate for the age and grade level</i> • <i>If the entire school is on DL, grades 6 through 8 will utilize the time frame 11:00 - 3:00</i> • <i>Optional Campus Conditioning sessions with Coach Smith by cohorts (8:00-3:00) will be orchestrated if the entire school is in DL</i> • <i>Community faith activities will be integrated</i>
Q5. Who will teach the classes in SJND DL?	<i>A5. Teachers from SJND traditional TK - 8 will provide the rigorous faith filled instruction in SJND renowned for. TK-5th grade students will have one educator/teacher who will oversee their daily learning progress and communication. 6th-8th grade students may have multiple content area educators/teachers overseeing their daily learning progress and communication.</i>
Q6. Do students receive grades in the SJND DL?	<i>A6. Yes, SJND DL will follow the traditional grading protocol specific for the grade span.</i>
Q7. Is student attendance monitored? How?	<i>A7. Teachers will monitor daily student attendance during streamed sessions. All standard SJND policies concerning attendance will apply to DL students.</i>
Q8. What is the parent's role in SJND DL?	<i>A8. SJND parents are considered learning partners and hence play a significant role in the academic success of their children. Especially for younger students, parent participation is critical. Parent support will be needed in monitoring student completion of work, engagement in learning tasks during asynchronous learning and submission of completed assignments. Parents are required to attend a workshop on how to use Google Classroom and Zoom before classes start.</i>
Q9. Will my child have opportunities to interact with other students?	<i>A9. Teachers will provide daily opportunities for students to interact via Zoom, Google Classroom, Google Meets, FlipGrid and other programs depending on the grade level and apps utilized by that cohort.</i>
Q10. How will my student's socioemotional development needs be addressed in SJND DL?	<i>A10. Your student's teachers will check in with your student daily to monitor not only academic progress but socio-emotional and behavioral competencies</i>



	<i>development. Additionally, if concerns come up in this area a referral process will be available for your student's team.</i>
Q11. Can a student with an IEP and/or 504 enroll?	<i>A11. Yes. Students with current IEPs who wish to enroll in SJND DL will have to engage with the MTSS team to update and/or modify the student's IEP. This also applies for a student with a 504 Plan.</i>
Q12. Can my student elect to transfer out of SJND DL if family needs and conditions change?	<i>A12. Yes.</i>
Q13. What materials will my child receive?	<i>A13. Once enrolled, your student will receive grade-specific instructional materials such as textbooks, consumable practice books, and other supplementary resources. Digital accounts for textbooks will be provided if those accounts exist for the program.</i>
Q14. If we have problems or concerns about SJND DL education during the school year, who should we contact?	<i>A14. It is always advised that parents communicate with the homeroom educator(s).</i>
Q15. If COVID-19 is eventually brought under "control" will my student be able to join their designated homeroom?	<i>A15. Yes</i>
Q16: If schools close, will campus students be merged into existing SJND DL classes?	<i>A16. Yes</i>
Q17. Will a certified teacher be teaching or directing learning for the DL sessions?	<i>A17. Yes, the length of time that a student attends SJND DL each day is based on their grade level and a certified teacher will be teaching or directing learning during those sessions.</i>



APPENDIX G: APPLICATION FOR WAIVER

In counties on the monitoring list, CDPH guidance allows elementary schools to request a waiver from the local health officer to open for in-person instruction. To receive a waiver, the superintendent (or equivalent for charter or private schools) must consult with labor, parent, and community organizations prior to submitting a waiver application. The local health officer then reviews the application, along with local community epidemiological data, and consults with CDPH about the request.

Waiver Application Cover Form

(for use by a Local Education Agency or equivalent)

Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district, please submit one application for elementary schools in the district that are seeking to reopen for in-person instruction. If applying for an independent, private, faith-based, or charter school, please submit an application for each school.

Background Information

Name of Applicant (Local Educational Agency or Equivalent): St. John Notre Dame

School Type: Parochial/Private

Traditional Public School Charter School Private, Independent, or Faith-Based School

Number of schools: One

Enrollment: 337

Superintendent (or equivalent) Name: Lincoln Snyder

Address: 309 Montrose Drive, Folsom, CA 95630

Grades/Number of Students Proposed to be Reopened:

TK/17 K/29 1st/31 2nd/38 3rd/32 4th/34 5th/39 6th/39

Date of Proposed Reopening: September 14, 2020

Name of Person Completing Application: Keith Martin, Principal SJND

Phone Number: 916-985-4129

Email: keith.martin@sjnds.org

I. Consultation

1. Faculty and staff: By August 14, 2020, each principal will hold a meeting with his or her faculty. During that meeting, he or she will:
 - a. Present an introductory message from Lincoln Snyder and a public service announcement from Dr. Daniel McCrimons.
 - b. Provide an electronic copy of his or her school's Return-to-School plan to each employee.
 - c. Review his or her school's Return-to-School plan in detail.



- d. Hold an open forum in which he or she records and answers any questions or concerns.
 - e. Makes himself or herself available at a scheduled time for follow-up conversation and questions.
- 2. Parent organizations: By August 14, 2020, each principal will hold an online meeting with his or her Catholic School Advisory Committee. During that meeting, he or she will:
 - a. Present an introductory message from Lincoln Snyder and a public service announcement for parents from Dr. Daniel McCrimons.
 - b. Provide an electronic copy of his or her school's Return-to-School plan to each CSAC member.
 - c. Review his or her school's Return-to-School plan in detail.
 - d. Hold a question-and-answer session in which he or she records and answers any questions or concerns.
 - e. Make himself or herself available at a scheduled time for follow-up conversation and questions.
 - f. Following the meeting, the principal will share a copy of the Return-to-School Plan with the parent population and post the plan prominently on the school website.
- 3. Community Organizations:
 - a. Following the same agenda as above, during the month of August, the principal will meet with the Parish Pastoral Council and other significant community entities that operate in or on the parish grounds (as determined by the principal and pastor) to present the Return-to-School plan.
 - b. On August 5, the Catholic School Department held an informational meeting with the Parochial Athletic League athletic directors to present on the Return-to-School Plan and discuss the most recent state guidelines for sports and outdoor activities.
- 4. Principals will document the dates of all meetings on their website.
 - a. Faculty and staff meetings held 8/10/2020, 8/14/2020, 8/21/2020, and 9/4/2020. Additional meetings scheduled for 9/8/2020.
 - b. CSAC meeting 8/13/2020
 - c. Parish Council meeting 8/12/2020

II. Elementary School Reopening Plans

Please confirm that elementary school reopening plan(s) addressing the following, consistent with guidance from the California Department of Public Health and the local health department, have been published on the website of the local educational agency (or equivalent): All reopening plans for schools of the Diocese of Sacramento are available on the diocesan website (www.scd.org/schools).



☒ **Cleaning and Disinfection:** How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

Go to: [Safe Environment](#) and [Shared Spaces](#)

☒ **Cohorting:** How students will be kept in small, stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.

Go to: [Student Cohorts School](#) and [Schedules and Routines](#)

☒ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Go to: [Schedules and Routines](#)

☒ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced.

Go to: [Personal Protective Equipment \(PPE\)](#)

☒ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Go to: [Screening](#) and [COVID Symptoms and Case Response](#)

☒ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer and how their use will be promoted and incorporated into routines.

Go to: [Safe Environment](#)

☒ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

Go to: [COVID Symptoms and Case Response](#)

☒ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Go to: [Social Distancing](#) [Shared Spaces](#)

☒ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

Go to: [Staff Training and Family Education](#)



☒ **Testing of Students and Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.

Go to: [COVID Symptoms and Case Response](#)

☒ **Triggers for Switching to Distance Learning:** The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.

Go to: [COVID Symptoms and Case Response](#)

☒ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA. Go to: [Appendix E: Communications](#)

Additional Resources:

- CDPH and Cal/OSHA Guidance for Schools and School-Based Programs
<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>
- California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools
<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>
- CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year
<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>
- Sacramento County Community Testing
https://www.sacounty.net/COVID-19/Pages/Symptom-Screening_MobileTestingSite.aspx

